

## GENERAL

The purpose of the Application package is to afford the Department of Community Affairs (DCA) the information necessary to select the most feasible, viable, and desirable affordable housing project proposals. Selections are made in accordance with the DCA Program Descriptions, Threshold Criteria, and Competitive Selection Criteria, as well as Section 42 of the Internal Revenue Code, 24 CFR Part 91, and O.C.G.A. Title 50-26-8(a)(32). **It is extremely important that all applicants fully understand these documents. DCA shall not be held responsible for consequences resulting from an applicant's misunderstanding or unawareness of any regulation, policy, law, or other information in the public record.** The Code of Federal Regulations can be found at <http://www.access.gpo.gov/nara/cfr/cfr-table-search.html>. The HOME Final Regulation is found at 24 CFR Part 92. The Internal Revenue Service regulations governing tax credits can be found starting at 26 CFR Part 1.42.

Any application submitted becomes the property of the Georgia Department of Community Affairs (DCA) at the time of submission. Applicants may not obtain an original application submitted in a previous year or original documents from an application package submitted in a previous year. A previous year's application would be of limited use, as the letters and documents would need to be updated to meet current application requirements.

All sections of the Application package and all supporting documentation must conform to the applicable sections of the 2012 DCA Application Manuals, 2012 DCA Qualified Allocation Plan, and 2012 Application Forms, which can be found on the DCA 2012 OAH Funding Round web page at: [www.dca.ga.gov/housing/HousingDevelopment/programs/QAP2012docs.asp](http://www.dca.ga.gov/housing/HousingDevelopment/programs/QAP2012docs.asp). Should there be a discrepancy between the 2012 DCA Qualified Allocation Plan and any other 2012 DCA document, then what is stated in the Qualified Allocation Plan shall rule.

It is the strict policy of the Georgia Department of Community Affairs that all applicants will be held to all representations made in the OAH 2012 Core Application Form and all supporting documentation, whether the representations apply to specific competitive selection criteria or not, for the duration of the greater of the Credit Compliance Period or term of the HOME loan. Changes of any Project Participant after submission of Application to DCA must be approved in writing by DCA prior to the change. Failure to obtain the appropriate approvals can result in DCA determining that an entity is no longer eligible to participate.

***Please read these entire Instructions carefully and thoroughly for complete comprehension.***

**If you require clarification of any policy or issues related to the Qualified Allocation Plan, please contact [oahround2012@dca.ga.gov](mailto:oahround2012@dca.ga.gov).**

**If you have any questions regarding the operation of the electronic core application, please contact Stephen Barrett at [Stephen.Barrett@dca.ga.gov](mailto:Stephen.Barrett@dca.ga.gov).**

## FEES

A “Walk-In Submission Form and Application Fee Calculation Worksheet” is attached for the applicant’s use in determining fee due and facilitating the application submission process. A DCA Project Number will be assigned by DCA upon delivery of Application. Applicant must complete this form as indicated, attach a completed money order or cashier’s check to it (payable to Georgia Housing and Finance Authority), and include in the front of the scoring binder as instructed in the next section.

## REQUIRED EXECUTION AND DELIVERY

*Please read these entire Instructions carefully and thoroughly for complete comprehension. Information not submitted on DCA-required forms will not be reviewed.*

### APPLICATION DELIVERY INSTRUCTIONS

#### DELIVER TO:

Office of Affordable Housing  
Georgia Department of Community Affairs  
60 Executive Park South NE  
Atlanta, Georgia 30329-2231

For third-party delivery via a delivery service, also add to the address above the following on the outer mailing label:

CONTENTS: OAH 2012 Application Package (Multifamily Program)  
<<Enter Project Name here>>

Please note that the applicant is solely responsible for applications being delivered prior to the deadline and that late deliveries will NOT be accepted.

### Competitive Application Cycle

**The Application Packages must be received by DCA no later than 4:00 p.m. on Thursday June 14, 2012.** If you wait until June 14, 2012 for walk-in delivery, tables will be set up for application receiving from 9:00 a.m. to 4:00 p.m. Arrival by 1:00 is recommended for faster processing. No assembly or copying of applications will be allowed on DCA grounds. These tasks must be performed prior to arrival at DCA. All required copies must be submitted simultaneously with the originals. **No copies will be accepted after 4:00 p.m. on June 14, 2012.** Prior to an individual securing a position in the walk-in processing line, that individual must have all of the application materials required for the submission for each of their applications. Holding a place in line while waiting for materials needed to complete or organize applications will not be allowed.

**Mailed or courier packages must be received by DCA on or before 4:00 p.m. June 14, 2012.** DCA shall not be responsible for any delivery failure on the part of the Applicant. If an Applicant chooses to use a postal or courier service to deliver the Application Package to DCA and such service fails to deliver the package by the deadline, then the Application Package will be deemed by DCA as untimely and, consequently, will not be reviewed for project awards.

**4% Tax Credit Applications for Bond Financed Projects can be submitted throughout the year, subsequent to Bond Allocation, but no later than seventy-five (75) days prior to bond closing date.**

## **APPLICATION PACKAGE ASSEMBLY INSTRUCTIONS**

For each proposed project, the applicant must ensure execution of all necessary forms and supporting documentation, and place them in the appropriate order according to the 2012 Application Tabs Checklist. The applicant must deliver:

- I. **One (1) full application package** (with original photographs) containing all (fully completed and executed) necessary forms and supporting documentation placed and secured in a binder in the appropriate order determined by the 2012 Application Tabs Checklist. Third party reports (market studies, appraisals, environmental, etc.) may be printed double sided in order to conserve paper.
- II. **One working, VIRUS-FREE USB flash drive** in a small, protective re-sealable container with a built-in fastener - e.g., Velcro, zipper, Ziploc, string or metal clasp - (both supplied by applicant) containing exact electronic copies of ***ALL*** of the same items included in the binder described above, arranged in the same order. Only one project submission per flash drive is permitted. The USB flash drive must be of a sufficient size to contain all files that will be submitted. Applicants may submit one backup flash drive with identical contents if desired, but this is not required.

### **A. Requirements for Electronic TABS / FOLDERS.**

1. Upon opening the flash drive, the only item visible should be the project folder titled “**2012-0xx YourAbbreviatedProjectName**”. Upon opening this project folder, the following items, corresponding to the Application Tabs Checklist (TC), must be visible. **Required:** name and number Application Tab folders as follows:

<b><u>2012-0xxProjNameCore</u></b>	08AddlFeas	17ReqdLegalOpin	26CommRedevRevit
<b><u>2012-0xxProjNameTC</u></b>	09SiteControl	18Relocation	27TenantOwnrshp
01ProjOverview	10SiteAccess	19DesirUndes	28DCACommInit
02SetAsides	11SiteZoning	20CommTransOpt	29HistDesig
03ProjParticipants	12OperUtilLtrs	21AdaptReuse	30Other
04WvrsPreApprvls	13LGSCCommEngmt	22Brownfield	31MktFeas
05FinanceCommts	14RehabStds	23SustComms	32Appraisal
06AssumpExistDebt	15SiteInfoDevPlan	24SustBldg	33Environmental
07OperUtilAllow	16AddlHOMEHUD	25StableComms	

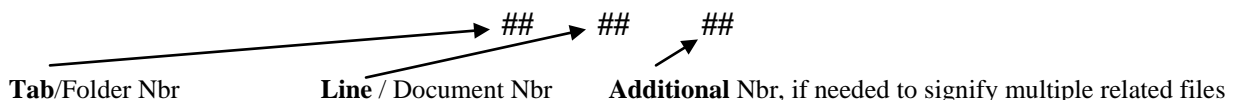
This folder structure has been created and included in a .zip file for your download and use in compiling the electronic copy of the complete application. This file is located on the 2012 OAH Funding Round web page. **For the electronic submission**, note that the complete core application and a separate standalone copy of the **accurately completed** Tabs Checklist must be included outside of the folders. Applicants may create separate electronic standalone copies of the various narrative tabs for the required order in 01ProjOverview folder.

2. **PLEASE DO NOT CREATE ADDITIONAL SUBFOLDERS.** Each folder name becomes part of the file path for each file it contains. This filepath is limited in size/length – when the length is exceeded, the file is unopenable.
3. If a folder will be empty, include NA at the end of the folder name.
4. **BEFORE** uploading the populated project folder to the flash drive for submission to DCA, **first move the entire folder to the top (root) level of your C drive** to avoid adding unnecessary subfolders to the file path (see note 2 above). To do this on a Windows-based PC:
  - a. Copy the populated project folder
  - b. Click Start and select (My) Computer
  - c. Click C: drive (Hard Disk). The window that then opens is the C: root level and folders such as Apps, Users, and Windows may be seen.
  - d. Paste the project folder here
  - e. Copy it from C: root and paste it to the flash drive.
5. **BEFORE** unplugging the USB flash drive from the computer, use the “Safely Remove Hardware” option in the System Tray at the bottom right of the computer Desktop screen to avoid potential file corruption.
6. Double-check the USB drive. Verify that it contains all application files and that it operates properly.

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**B. Requirements for Electronic FILES / DOCUMENTS.**

1. **LARGE** text files of third-party professional reports - such as market studies, appraisals, environmental reviews and physical needs assessments - must allow electronic word searches. Any PDF formats of such files must be created from the original electronic document, not from a scanned paper copy, so as to be searchable. The author provides this version. Any such documents also requiring signatures must be executed on the paper version.
2. Electronic submissions of DCA Excel forms, such as the Core Application and the Performance Workbook, **must be in Excel format**. Any DCA Excel documents requiring signatures must be signed in the paper version.
3. Electronic versions of such documents in 1 or 2 above must be identical to the paper version but for the signature.
4. **SMALL** text files (letters/forms) requiring signatures must be scanned and put into PDF format to preserve signatures. The electronic word search capability is not required for such files. Files containing only standalone maps, photos, charts, etc. also do not need to be searchable in this manner.
5. Do not combine the documents for each tab into one combined pdf file. Each document in the Tabs Checklist is required to be standalone.
6. **NAMING** electronic files:
  - a. Use CondensedTitleCaseFormat (no spaces)
  - b. Do **NOT** use special characters (e.g., &, /, \, \$, -, +, \*, #, %, @, or periods ".", etc.). These prevent your files from being uploaded to the DCA server.
  - c. Remove any references to version or date from file name
  - d. Name files sensibly such that it will be obvious to DCA what is in the file without having to open it.
  - e. Abbreviate names on files to conserve filepath length. For project team members, use first initial and last name.
  - f. Decide on a project name abbreviation that uses the fewest characters yet still makes sense. Do not include the developer's name. Include this abbreviation near the front of each file name. Use the same abbreviation for each file. Please **omit** words such as "Apartments", "Residences", "Estates", "Homes", "Townhomes", "Lofts", "Villas", "Phase", "The", "of", "on", "at" and "Ltd Partnership" altogether in electronic file names.
  - g. Begin each file name with 2 (or 3, if needed – see below) 2-digit ID numbers ( e.g., 0101, 0102, 0201, 0202 ...) at the beginning of each file name inside each tab/folder so as to arrange files in the order prescribed by the Tabs Checklist. **Please do NOT create additional subfolders**. The numbering sequence is #### or #####:



**Tab/Folder Nbr**                      **Line / Document Nbr**                      **Additional Nbr**, if needed to signify multiple related files

In cases where not all line items in a folder will be submitted, use the same numbering as if all were in fact submitted, but just skip the number for those documents that will not be submitted.

**For example:** in the 05FinanceCommts folder, the first few files listed might be numbered something like this:

050101AbbrevProjNamePrelimDebtCommmtSrce1  
050102AbbrevProjNamePrelimDebtCommmtSrce2  
050103AbbrevProjNamePrelimEquityCommmt  
050104AbbrevProjNamePrelimGrantCommmt  
0502AbbrevProjNameUSDADocType  
0504AbbrevProjNameNSPRes  
0504AbbrevProjNameNSPComm  
0505AbbrevProjNameAHPDocType

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h. Some files have specific **required** electronic file naming formats.

- Core Application: “2012-0xxAbbrevProjName**Core**”
- Tabs Checklist (standalone): “2012-0xxAbbrevProjName**TC**”
- Performance Workbook: “0302AbbrevProjName**PW**RoleLtrCodeTeamMbrName”

Use these role letter codes to group similar entity roles together:

A – Owner  
B – Developer  
C – Management Company  
D – Other Roles

- Appraisal: “3201AbbrevProjName**Apprsl**”
- Environmental Study: “33012012-0xxAbbrevProjName**Ph1**” (for Phase I)  
“33022012-0xxAbbrevProjName**Ph2**” (for Phase II)
- Market Study: “31012012-0xxAbbrevProjName**MS**”
- Physical Needs Assessment: “31012012-0xxAbbrevProjName**PNA**”
- Payment and Performance Bond: “0406AbbrevProjName**PPBd**”
- Tax-exempt bond projects, substitute “2012-5xx” for “2012-0xx” in file names

i. **Examples** of possible abbreviation and naming:

- “Developer Name George Washington Senior Residences at Gateway Crossing Pointe Phase III 2012 OAH Core Application v3”  
Could be: 2012-0xxWashSrGCP3Core
- “Ty Cobb Heights Senior Residences Performance Workbook for Owner Benjamin Franklin Hill Jr 031012”  
Could be: 03022012-xxxCobbHtsSrPW**AB**Hill
- “Martin Luther King Freedom Vision Homes Performance Workbook for Developer Patricia Smith v4 April”  
Could be: 0302MLKFrmdVsnPW**BPS**Smith
- “Ryan Seacrest Hometown Lofts at Discovery Landing Performance Workbook for Washington Gateway Management v2 031212”  
Could be: 0302SeaHmDiscLdgPWCWashGtwy

III. Completed “**Walk-In Submission Form and Application Fee Calculation Worksheet**” (one form) located at the very end of this document. Attach a certified funds check or money order for the correct fees made out to “**Georgia Housing and Finance Authority**”.

### **APPLICATION BINDER LABELING INSTRUCTIONS**

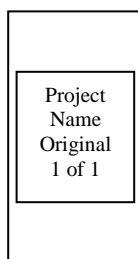
Label Specifications. The following label specifications are heavily recommended and preferred by DCA.

- Printed from: Computer printer (Avery labels typically come with instructions for use on computers)
- Label size: 2" x 4" Shipping labels, for example either Avery Laser #5163 or Avery Inkjet #8163.  
Cut off unused label space to enable placement perpendicular to binder spine.
- Font: Arial Narrow, bold-face, 20-point
- Number of labels: Between 1 and 3 in most cases, depending on size of application – see Label text.
- Label text: The “1 of”, “2 of”, and “3 of” parts will vary depending on the application size. In place of the lines shown below, the applicant will substitute the total number of pieces in the Original.

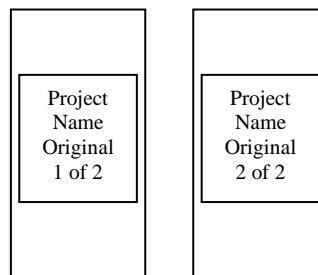
<<Project Name>>	<<Project Name>>	<<Project Name>>
Original	Original	Original
1 of ____	2 of ____	3 of ____

Label Affixing: Affix labels in the middle of the spine of the binder(s) such that the text, when read, is perpendicular to the edge of the spine. Leave at least the top four inches (4") of the spine visible. See the sample illustration below. Label all binders **before** arriving at DCA.

#### **Labeling for 1-binder Original :**

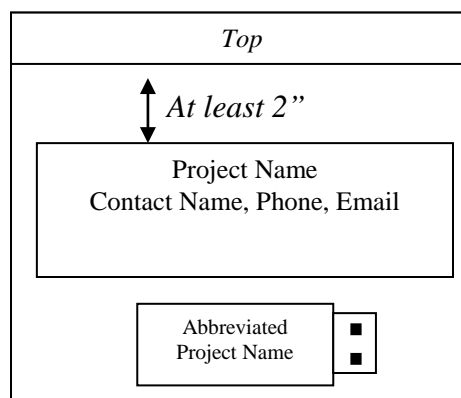


#### **Labeling for 2-binder Original**



### **USB FLASH DRIVE LABELING INSTRUCTIONS**

Both the small, protective re-sealable container and the external casing of the flash drive itself must be labeled with the project name. Place a small label cut to best fit on the external case of the flash drive. Use transparent tape to keep the label attached. The protective re-sealable envelope/pouch/sleeve must also be labeled with the name, phone number, and email of the person to contact in case of flash drive failure. **Leave 2" at the top of the protective case for DCA to place a label containing the assigned DCA Project Number.**



## SPECIAL INSTRUCTIONS FOR COMPLETING ELECTRONIC CORE APPLICATION

**All applicants are required to use the DCA-protected electronic OAH 2012-100 Core Application Form provided by DCA at (<http://www.dca.ga.gov/housing/HousingDevelopment/programs/QAP2012docs.asp>).** To download, right-click on the link at the DCA web site, select Save Target As and choose the storage location on your computer. If during download a message box appears requiring a password, keep clicking “OK”. Otherwise, ***download on a computer with Excel 2007 or later version. Applicants with computers running later versions of Excel will need to first save the file as an Excel 2007 version after entering their data and before submitting it to DCA.*** If prompted by the computer to upgrade the file to a newer version of Excel, choose “NO”. Applicants should email [webmaster@dca.ga.gov](mailto:webmaster@dca.ga.gov) if download problems are encountered.

Please do not transfer tabs from one core app file to another, even if it is for the same application. If you plan to submit more than one application, please make additional electronic copies of the OAH 2012-100 Core Application Form file **after** completing portions that *are* common to all of your applications and **before** completing any portions that are *not* common to all of your applications. **This copying process must occur while the electronic file is unopened.** In other words, right-click on the closed file in the folder where you have stored it on your computer, select Copy, right click in a white space of the destination folder and select Paste.

DCA recommends that users close all other applications, files, and windows before and during use so as to improve performance. It may take several moments to open or to save. The electronic OAH 2012-100 Core Application Form is best viewed on a PC-compatible computer using Microsoft Windows 7 and Microsoft Office 2007 or later version, equipped with at least 4 GB of RAM. The electronic OAH 2012-100 Core Application Form is created in a Microsoft Excel 2007 spreadsheet workbook.

**Please note that you should fill in all applicable boxes, and there are several places requiring original signatures. Please read directions that follow.**

**Please do not enter information using all upper case or all lower-case letters. Sentence case or title case is preferred.**

1. There are fifteen electronic tabs in the Excel workbook that represent separate spreadsheets for applicant use. Applicants are encouraged to print out a blank version of each tab below beforehand to be aware of all contents:

Tabs Checklist  
Project Narrative

I: Project Information	VII: Pro Forma
II: Development Team	VIII: Threshold Criteria
III: Sources of Funds	IX-A: Scoring Criteria
IV: Uses of Funds	IX-B: Superior Project Concept Narrative
V: Utility Allowances	IX-C: Significant Community Value Narrative
VI: Revenue & Expenses	X: Applicant Certification Letter

After opening the workbook, simply click the mouse pointer on the appropriate tab at the bottom of the screen to navigate to the desired form. The small black directional arrows in the bottom left corner will also assist you in navigating the workbook.

2. Fill in only the areas shaded in Blue or Green. Green shaded cells automatically calculate information provided by the applicant but are unlocked. All questions (generally denoted by black or blue font in the electronic application) are intended to elicit a response, so please do not leave out any requested information. Yellow- or white-shaded cells are not for applicant use and have been locked. Applicants may initially enter a formula or reference into a cell to determine a correct amount, but **do NOT leave formulas or references to other cells in cells requesting numerical values. If references are made to external spreadsheets, those references must also be removed prior to**

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**submission to DCA. As this may hamper the proper functioning of internal evaluation tools and make pertinent information unavailable to DCA, failure to do this may result in automatic removal of the application from consideration for funding.** Test final spreadsheet before submission by reviewing it alone on a separate non-networked computer from the one used for data entry. Remove any Shared workbook settings enabled for group use.

3. DATA ENTRY RULES: When entering **text** data, please do not use all upper-case letters or all lower-case letters. When entering phone, fax, beeper, and cellular numbers or zip codes, enter **numbers** only with no blank spaces, parenthesis or hyphens – these cells are pre-formatted. Phone, fax, beeper, and cellular numbers will require area codes. Zip codes will require 4-digit extensions (enter 4 zeroes at end if needed). Applicants must complete **all** boxes that apply to their project – if a box does not apply, then leave it empty (do not enter zero, “n/a”, nor a space “ ”). Do NOT enter zeros or blank spaces in any cell in order to cause the spreadsheet to function in a certain way, or for any arbitrary reason. Leave all number cells completely empty unless a number greater than zero is entered to indicate actual pertinent data.
4. If a particular cell’s text appears to be cut off, simply highlight the cell and the entire text will appear in the text box directly above the document body. If the text font is too small or appears shoved together, simply adjust the zoom percentage. Selecting Print Preview will show how the text will look when printed out.
5. This electronic application has been designed so that some information, such as the project name and address, need only be entered once. In order to take advantage of this feature, the user must enter information in the order in which it is requested. An exception to this is the completion of the Rent Chart in the “Revenues and Expenses” tab, which feeds back into the “Project Information” tab.
6. Unless otherwise noted, enter all comments/recommendations in spaces provided in the electronic application.
7. In order to maintain the integrity of the electronic application, many cells are locked and inaccessible by the applicant. Any attempt to access or tamper with the formulas in those cells or to otherwise “fool” the system or its intent will be cause for **automatic rejection of the application**. This includes entering zeros or blank spaces in green-shaded cells intended for actual data. Leave all number cells completely empty unless a number greater than zero is entered to indicate actual pertinent data.

**Any attempt to replicate the form in such a manner so as to remove the DCA-protection feature and then submit the unprotected (or re-protected) replicated version for consideration will be cause for automatic rejection of the application.**

8. Print margins may shift in viewing and printing due to different printers and printer drivers. In these cases, applicants are requested not to adjust margins except just prior to printing. Margin adjustments must not be saved and should be returned to the preset positions before submitting to DCA. To do this, save the document BEFORE making margin changes (close and re-open if necessary), then make margin changes, then print, then either click the “Undo” button at the top of the open file or else close the file without saving, and then re-open the file if needed. DCA has pre-set the margins to work on DCA printers.
9. **If you have any questions on using or difficulties with the electronic version of the application or these instructions**, contact Stephen Barrett via email at [Stephen.Barrett@dca.ga.gov](mailto:Stephen.Barrett@dca.ga.gov). Include the following:
  - A virus-free **compressed** (e.g., right-click on closed file, select “Add to <<filename>>.zip”) copy of the electronic OAH 2012-100 Core Application Form workbook you are working in as an attachment. Please perform a virus scan on the file prior to sending (right-click on the unopened file and select **Scan for Viruses** after you have updated your anti-virus files from the manufacturer’s web site – e.g. Norton or McAfee).
  - Electronic Core Application Tab Name and cell reference (column letter, row number), if applicable
  - Detailed description of the nature of your problem
  - Your computer’s basic specs: processor speed, MB of RAM, operating system, Excel version



## 2012 APPLICATION TABS CHECKLIST

Included in the electronic 2012-100 Application Excel workbook, the 2012 Application Tabs Checklist lists each tab number, a check box, the content of each tab, and the required order of the tab contents. All applicants should review the Application Tabs Checklist before completing the OAH 2012-100 Core Application Form. **The completed Application Tabs Checklist must be printed out and placed in front of Tab 1 in the application binder.**

Several items on the OAH 2012-100 Core Application Form will require the attachment of additional pages. Please note that there are items required by the Application Tabs Checklist that are not mentioned in either the OAH 2012-100 Core Application Form or in these Instructions. Follow the directions for each item, label the item accordingly, and insert it into the Application Package Binder in the appropriate tab as indicated by the Application Tabs Checklist. Check the appropriate box for each document included. Also included in the electronic 2012-100 Core Application (Excel workbook), is the Applicant Certification tab. **An original signed Applicant Certification should be included with the Original of the application binder.**

## PROJECT NARRATIVE

**Project Narrative** – Include where indicated by the Tabs Checklist a brief narrative explaining the project concept. Identify the needs of the tenant population and specifically address how the project will meet the needs of the tenant population. Any information which will help DCA understand the project concept, the market viability, the qualifications for a set-aside (if applicable) and any unique features should be included in the Narrative. **A form is included in a tab in the electronic core application for your use.** Press and hold Alt-Enter to start new paragraphs in the box provided.

## OAH 2012-100 CORE APPLICATION FORM INSTRUCTIONS

### PART ONE—PROJECT INFORMATION

**Applicants must enter all clarifications and/or comments pertaining to this Part into the Applicant Comments and Clarifications boxes at the bottom of this section in the electronic application.**

**Please do not enter information using all upper case or all lower-case letters. Sentence case or Title Case is preferred.**

Blue cells are unlocked for your use and do not contain references/formulas. Green cells are unlocked for your use and do contain references/formulas that can be overwritten. Sentence case or Title case is preferred.

#### I. REQUESTED RESOURCES

The LIHTC request will auto-feed from the Uses of Funds tab. The DCA HOME amount will auto-feed from the Sources of Funds tab and must match the amount that you received in the DCA HOME Award Letter. Please refer to the Maximum LIHTC and HOME amounts allowable under the QAP.

For additional credit applications, the LIHTC Amount should be only the additional credit amount. Credits previously allocated are listed elsewhere.

Enter the DCA Pre-Application Number assigned to the pre-application submission associated with this project.

#### II. TYPE OF APPLICATION

Indicate the type of application: Competitive Round, Tax Exempt Bond / 4% credit, or Other. If you select Other, then also include description in the Other box provided.

#### III. APPLICANT CONTACT INFORMATION

Include the name, address, city, state, zip, title, email, phone number, fax and cell phone number of the contact person. The person listed here will be the primary contact with which DCA corresponds during the application review process. Due to short time frames, it is important that the contact information be accurate, and that the person named be available to respond to DCA in a timely manner.

#### IV. PROJECT LOCATION

**Project Name** — Enter the name of the proposed project. Do NOT use all upper case or all lower-case letters.

**Phased Project** — Enter whether the application is for a project that is part of a phased development per the 2012 QAP definition of “Phased Development”. Choose from: “Yes – no Master Plan”, “Yes – w/ Master Plan”, or “No”.

**Scattered Site** — Enter whether the application is for a scattered site project.

**Site Street Address** — Enter the street address, city, **nine (9)**-digit ZIP code (MUST be verified by the applicant at <http://www.usps.com/zip4/welcome.htm?from=global&page=2132findzip>), and county (automatically completed) of the proposed site/parcel. Regardless of whether the project is located in any city’s limits, be sure to include the correct city that will be used in the *postal* address. Do NOT use all upper case or all lower-case letters. Do not indicate “Unincorporated” for city on the project address. Should the correct county name not appear in the County box, simply type in the correct county name.

**Acreage** — Enter the area of the site in acres. This should be accurate and correspond to the site control documents.

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**Within City Limits** — Indicate whether the project is located inside the city limits.

**USDA Rural Area** — Indicate whether the project is located in rural area as determined by the USDA website at <http://eligibility.sc.egov.usda.gov/eligibility/welcomeAction.do>. However, for purposes of determining applicable income and rent restrictions, applicants must use the U. S. Dept of Housing and Urban Development FY 2012 Income Limits Area Definitions and Fair Market Rent tables.

**HUD Statistical Area (SA) Name**—Indicate the MSA name, if applicable, as designated by HUD. These lists can be accessed on the HUD website at <http://www.huduser.org/datasets/pdrdatas.html>.

**Census Tract Number**—Enter the census tract number in which the proposed site/parcel is located. The census tract number and information are available from the local planning authorities.

**QCT (Qualified Census Tract) or DDA (Difficult Development Area)**—Note whether the proposed site/parcel is located in a qualified census tract or difficult development area. The census tract number and information are available from the local planning authorities. If you are seeking the 30% increase in eligible basis for tax credit projects, insert documentation evidencing site/parcel is in QCT or DDA stating the census tract and the property address in the application binder where indicated by the Tabs Checklist. The QCT/DDA lists can be accessed on the HUD website at <http://www.huduser.org/portal/datasets/qct.html>.

**Legislative Districts** — Identify the applicable districts in which the parcel lies for the U.S. House of Representatives, the Georgia State Senate, and the Georgia State House of Representatives. For United States Congressional Districts, the applicant MUST verify the correct district at <http://www.govtrack.us/congress/findyourreps.xpd>. If the property lies on a “line,” i.e., in more than one district, indicate the other district in the second (bottom) space provided. Enter only a number with no letters (e.g., 8, not 8<sup>th</sup>).

**Local Political Jurisdiction Information**—Provide the following information. Do **not** use all upper case or all lower-case letters. When entering phone, fax, or zip codes, enter numbers only with no blank spaces, parenthesis or hyphens. Phone and fax numbers will require area codes. Zip codes will require 4-digit extensions (enter 4 zeroes at end if not applicable).

**Name of Political Jurisdiction** (city if within city limits; county if outside of city limits),

**Jurisdiction’s web site address** (if one exists), and

**Name of the Chief Executive Official** (elected official—e.g., mayor, county commission chairman, etc.), and that person’s title, address, city, county, zip code, telephone number, and fax number

## V. PROJECT DESCRIPTION

**A. Mixed Use** – Indicate whether project is a mixed-use development (ex. residential and commercial or public space). For a mixed-use development, please include in the application binder where indicated by the Tabs Checklist the:

- Development Budget for commercial component
- Sources of Funds for commercial component
- Annual Income Statement for commercial component
- Annual Expense Statement for commercial component
- 15-year Operating Proforma for commercial component
- Evidence of Preliminary Financing for commercial component
- Leases and/or letters of intent from prospective lessees

**B. Type of Construction** – these boxes are mostly locked and will be filled in based on applicant entries in the rent chart. Please provide the date of original construction for projects involving acquisition and rehabilitation.

**C. Unit Breakdown** – these boxes are locked and will be filled in based on applicant entries in the rent chart

**D. Unit Area** – these boxes are locked and will be filled in based on applicant entries in the rent chart

**E. Buildings** - Enter the number of residential (not considered common space) and non-residential buildings proposed. Also enter the total common area square footage from nonresidential areas (ex. Interior enclosed hallways and leasing office space).

**F. Total Residential Parking Spaces** – indicate number of parking spaces to be available as residential parking spaces.

## VI. TENANCY CHARACTERISTICS

**A. Family or Senior** - Indicate the applicable population from the choices provided: Family, Senior (Elderly), Senior (HFOP), or Other. If you are using a program that utilizes a different approved definition of Senior, then select “Other” and list the program in the box provided. The definition according to the “Other” program should be detailed in both the Comments and in the Narrative.

**B. Mobility Impaired** – indicate the number of units equipped for mobility impaired tenants.

**C. Sight / Hearing Impaired** - indicate the number of units equipped for sight/hearing impaired tenants.

**D. Special Needs** - indicate the number of units reserved for special needs tenants

## VII. RENT AND INCOME ELECTIONS

**A. Tax Credit Election** — Indicate the desired set-aside election (20/50 or 40/60). Note: this election must be made if you are applying for any low-income housing tax credits. Please be advised that all HOME applications seeking Low Income Housing Tax Credits must choose a Tax Credit minimum set-aside in addition to their HOME Set-Aside Election below.

**B. DCA HOME Only Projects Minimum Set-Aside Requirement (Rent and Income)**—Projects (with 5 or more units) funded with DCA HOME must set aside at least twenty (20) percent of the HOME assisted units that must be occupied by very low-income families and meet one of the following rent requirements, whichever is lower:

- 50% of AMI, or
- The HUD Fair Market Rent for the area.

The balance of low income units must have rents set at or below 60% of AMI or the HUD Fair Market Rent, whichever is lower.

## VIII. SET ASIDES

Indicate any competitive round set-asides applicable to the project (choose from eligible set-asides listed)

**Special Needs Set-Aside** – Only if pre-designated by DCA

**Supplemental Set-Aside** – Noncompetitive, must be designated by DCA Asset Management as eligible for application to this set aside

## IX. TAX EXEMPT BOND FINANCED PROJECTS

**Tax Exempt Bond Financed Project** — Enter the name of the bond issuer and contact information, inducement date, and the Applicable Qualified Allocation Plan (QAP). The applicable QAP is the one in effect at the time of the Application submission unless a pre-approval from DCA was received stating otherwise.

## X. AWARD LIMITATIONS FOR CURRENT DCA COMPETITIVE ROUND

This section has been added to assist DCA in ensuring that award limitations in the competitive round are met. Applicants are encouraged to review the applicable QAP for assistance in completing this section. Applicants should provide all information that DCA will need to ensure that each individual and/or entity has not received a combined allocation in excess of \$1,700,000 of Federal Tax Credits or been awarded more than four (4) projects in the current competitive round. For purposes of calculating this cap, applicants submitting Additional Credit applications should list only the amount requested in the 2012 competitive round.

## XI. PRESERVATION

If this application involves an existing tax credit, Section 8, or affordable non-public housing project funded by HUD or USDA, then select “Yes” from the box provided.

**A. Subsequent Allocation** - If you are applying for tax credits for an existing tax credit project that was placed in service prior to 2012, please indicate as such and provide the GRFA/GHFA/DCA project number previously assigned to that project from the earlier Allocation, the first year of the credit period, the first and last building identification numbers (BINs) in the project, whether the project is an expiring LIHTC property, and the date that all buildings will complete the 15-year compliance period.

**B. Expiring Section 8** – indicate whether the project is an expiring Section 8 project.

**C. Expiring HUD** – indicate whether the project is an affordable public or non-public housing project funded by HUD.

## XII. ADDITIONAL PROJECT INFORMATION

**A. PHA units**—State whether the proposed project is part of a local public-housing replacement program. Indicate the Number of units reserved, number of units rented to public housing tenants, and percent of PHA units to total residential units. Also indicate the number of units reserved and rented to PHA tenants with PBRA or households on waiting list.

**Name of Local Public Housing Authority**—Enter the name of the local PHA. Do NOT use all upper case or all lower-case letters.

**Contact Name**—Enter the name of the individual who will serve as the primary contact with the applicant. Do NOT use all upper case or all lower-case letters.

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**Office Street Address**—Enter the street address (not a P. O. Box), city, state, and ZIP code for the ownership entity or the individual or organization serving on its behalf in dealings with DCA. Do NOT use all upper case or all lower-case letters.

**Contact Email Address**—Enter the electronic mail address of the individual who will serve as the primary contact with the applicant. Do NOT use all upper case or all lower-case letters.

**Phone Numbers**—Enter the main office telephone number, extension (if applicable), facsimile number, direct number, and cellular phone number. When entering phone, fax, and cellular numbers or zip codes, enter numbers only with no blank spaces, parenthesis or hyphens – these cells are pre-formatted. Phone, fax, and cellular numbers will require area codes.

**B. Extension of Cancellation Option Period**—For current 9% tax credit applications enter the number of years the cancellation was originally agreed to and the expiration year. For New projects, enter the number of years the Owner agrees to forgo the Cancellation Option beyond the 15-year compliance period

**C. Tenant Ownership Plan**—Indicate whether there is a tenant ownership plan in place.

**D. Current Occupancy**—If the proposed project involves rehabilitation and has existing tenants, state whether the project is currently occupied. Identify both the total number of *existing* units, the total number of *occupied* units and the *percentage* of units occupied. Please also see the “Relocation and Displacement of Tenants” policy in the 2012 Plan, as well as the Relocation and Displacement Manual.

**E. Waivers / Pre-Approvals**---Note (indicate with a “Yes”) which of the waivers or approvals listed apply to this project. If you have requested and been granted a waiver from DCA, insert a copy of DCA’s waiver approval in the application binder where indicated by the Tabs Checklist.

- **Operating Cost Waiver Approved**—If you have requested and been granted an Operating Cost waiver from DCA, enter the new Operating Cost Limit into the box provided.

**F. Projected Place-In-Service Date** – Indicate projected place-in-service date for project.

### **XIII. APPLICANT COMMENTS & CLARIFICATIONS**

Include all clarifications or comments pertaining to this Part in this section.

**PART TWO—DEVELOPMENT TEAM INFORMATION**

It is the strict policy of the Georgia Department of Community Affairs that all applicants will be held to all representations made in the OAH 2012-100 Core Application Form and all supporting documentation, whether the representations apply to specific competitive selection criteria or not, for the duration of the greater of the Credit Compliance Period or term of the HOME loan if applicable. Please refer the 2012 QAP for definitions and details regarding Development team requirements for experience and capacity.

**SPECIAL NOTE:** If the proposed project is awarded funding by the Georgia Department of Community Affairs (DCA), the project must proceed with the team members as presented in this OAH 2012-100 Core Application Form unless written approval is obtained in advance from DCA.

**INSTRUCTIONS FOR EACH PARTNER AND/OR TEAM MEMBER INFORMATION SECTION:**

**Please do not enter information using all upper case or all lower case letters. Sentence case or title case is preferred.**

Enter for the individual (or organization, if applicable) serving on its behalf in dealings with DCA the:

- **Name** of the proposed partner/team member entity. If the partner/team member is a business entity, be sure that the name includes the type of business entity (“Inc.,” “LP,” “LLC,” etc.).
- **Street address** (no Post Office boxes)
- **City**
- **State**
- **ZIP Code** - enter nine (9) digit code only with no blank spaces, parenthesis or hyphens (cell is pre-formatted). This MUST be verified for the Ownership Entity and the Managing General Partner by the applicant at <http://www.usps.com/zip4/welcome.htm?from=global&page=2132findzip>
- **Name of Principal**
- **Title of Principal**
- **Email Address**

For each of the following, enter numbers only with no blank spaces, parenthesis, decimals or hyphens (the cells are pre-formatted). Include area codes.

- **Phone Number** (for Main Office), **extension** (if applicable)
- **Fax Number**
- **Direct line Phone Number** (if no extension)
- **Cellular Phone Number**

**ADDITIONAL INSTRUCTIONS FOR SPECIFIC PARTNER AND/OR TEAM MEMBER INFORMATION SECTIONS:**

**I. OWNERSHIP INFORMATION**

**A. OWNERSHIP ENTITY**—Both the experience of the principle staff person responsible for the project underwriting, loan closing and construction oversight as well as the organizational experience must be documented, and both the staff person’s and organization’s experience will be assessed. Please see the “Qualifications for Project Participants” policy in the 2012 Plan.

**Federal Tax ID** - Enter the federal tax identification number for the ownership entity, if available

## **B. PROPOSED PARTNERSHIP INFORMATION**

If **more than one entity** comprises any of the partners, provide all requested information for all the entities and / or principals making up that partner entity in the Organizational Chart in the application binder where indicated by the Tabs Checklist.

## **II. DEVELOPER(S)** (Note: refer to the Compliance Summary section at the end of the Instructions).

Enter the name of the individual(s) or business entity(-ies) serving as the Developer(s) if this individual(s) or entity(-ies). **Complete this section for “Development Consultant” if applicable.**

## **III. OTHER PROJECT TEAM MEMBERS**

**SPECIAL NOTE:** If the proposed project is awarded funding by the Georgia Department of Community Affairs (DCA), the project must proceed with the team members as presented in this OAH 2012-100 Core Application Form unless written approval is obtained in advance from DCA.

## **IV. OTHER REQUIRED INFORMATION**

Answer the following 7 questions for each participant in the spaces provided.

## **V. APPLICANT COMMENTS & CLARIFICATIONS**

Include all clarifications or comments pertaining to this Part in this section.



## PART THREE A - SOURCES

### I. GOVERNMENT FUNDING SOURCES

**Government Funding Sources** — Check **all** applicable government funding sources (DCA and non-DCA) in the project and/or identify any “other” source not listed.

### II. CONSTRUCTION FINANCING SOURCES

For each construction-financing source, enter the entity providing the financing, the principal amount, annual interest rate, and term in months. This information should mirror that provided in the Commitment from that source. Categorize each source under private loans, federal loans or grants, state, local or private loans or grants, deferred developer fees, and Section 42 Credits (equity investment pay-ins during construction-, Historic Rehabilitation tax credit proceeds paid-in during construction, and acquisition and construction grants. All amounts and terms displayed must be identical to those on supporting documentation.

### III. PERMANENT FINANCING SOURCES

Categorize each source under private loans, deferred developer fees, Federal loans or grants, State, Local or Private Loans or Grants, Federal and state housing credit equity (equity investment raised by syndication of the tax credits) or other sources.

#### *Required Information*

**Name of Financing Entity** - e.g. lender name, PHA name, local jurisdiction name, etc. – also include the funding program used, if applicable. Be specific – do not be overly concerned about cell width limiting your entry. ALL applicants must make a selection from the drop-down list provided in the first line.

**Principal Loan Amount, Interest Rate, Term in Years, Amortization Period in Years, Annual Debt Service** -- required for ALL loans with amortizing debt, whether fully-amortizing or not, including developer notes and deferred developer fees (even if the interest rate is 0%, do not leave DDF interest rate cell blank). The annual debt service will be automatically calculated based on the information inputted by the Applicant. However, the automatic calculation can be modified, if necessary.

For variable interest rate loans, the higher of the initial interest rate or the maximum rate should be entered.

DCA requires all permanent debt financing to have a minimum term of ten (10) years. DCA allows for Deferred Developer Notes to have terms of up to 15 years.

**Loan Type** - The drop down list contains the following choices: amortizing, DCA HOME IPS (irregular payment stream), cash flow or adjusted interest.) *DCA HOME Loans are NOT cash flow loans, they can either be fully amortizing or irregular payment stream (IPS).* Only DCA HOME Rural loans can use IPS based on DCA policy, which will result in balloon payments at the date of maturity. Please review QAP Policies for all DCA HOME loans.

**Target (Desired) Debt Coverage Ratio** -- applicant MUST enter **only** if the Loan Type is either “DCA HOME IPS” or “Cash Flow” (for cash flow notes). Target DCR entered should be for the corresponding funding source only. The minimum blended DCR for all Secured Debt is 1.20 for New Construction and 1.25 for projects involving rehabilitation. No financing source’s Desired DCR should be higher than a source with a higher lien position.

**Total Permanent Financing** - The application will automatically total all of the principal amounts listed in the schedule.

**Total Costs from Development Budget** - The total costs from the development budget are linked to this cell.

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**Surplus/Shortage of Permanent Funds to Development Costs** – this must be zero.

**Deferred Developer fees** - Deferred developer fees will be considered a source of debt financing, but will not be considered in the Gap Method of the credit calculation. Include the first year's payment in the debt service column. A developer can document a deferred developer fee by signing a deferred developer fee note, by incorporating the deferred developer fee into the Limited Partnership Agreement or by a schedule that details the terms and conditions of repayment. DCA will accept either approach as long as the terms of the deferred fee meet the requirements set forth in the Plan. DCA will not dictate the interest rate charged on the deferred developer fee note. The percentage of DDF to overall Developer Fee is calculated in the box provided, and cannot exceed 50% at initial application. Any Deferred Developer Fee must be repaid within 15 years to be considered in Eligible Basis.

**Back up documentation** - Insert all government financing, equity investment, and financing commitment letters and documentation in the application binder where indicated by the Application Tabs Checklist. DCA must be able to ascertain all of the terms and conditions of construction and permanent financing in these documents and compare those terms and conditions to what is inputted into sources and uses of funds section.

If any portion of the financing sources for the project is being financed *directly* or *indirectly* with federal, state, or local government funds, ensure that the documentation explains it fully. If it is not clearly explained on the preliminary financing commitment(s), insert additional page(s) explaining the governmental involvement in the financing in the application binder in both the Preliminary Financing Commitments Tab and the Government Financial Assistance Tab. It is important to determine whether the initial source of funds is federal.

#### **IV. APPLICANT COMMENTS & CLARIFICATIONS**

Include all clarifications or comments pertaining to this Part in this section.

## PART FOUR—USES OF FUNDS

### I. DEVELOPMENT BUDGET

Identify development costs in the categories provided, and calculate the proposed total development cost. If requesting tax credits, indicate the level of eligible basis (4%/Acquisition Credit or 9%/New Construction/Rehabilitation Credit) to which applicable project costs are appropriate. If you encounter a development cost for the proposed project that is not addressed by the development budget AND does not fall into a budget section containing an “Other” line, then your electronic application form may perhaps be able to be customized to meet your need.

Applicants can include cell references in the LIHTC Basis cells of the development budget section of the application so long as they only reference the Total Cost Cell on the same line item **and** the Total Cost Cells being referenced do not themselves contain formulas or references to other cells.

DCA will review the development budget during threshold review and, as applicable, HOME underwriting. DCA reserves the right to determine the reasonableness of individual line items and the budget as a whole, and to adjust line items and/or inclusion of amounts in eligible basis as may be appropriate in its determinations, in its sole and absolute discretion.

**Land** – DCA reserves the right to request additional information to establish the value of the land.

**Off-Site Improvements/Preparation** is generally not eligible for inclusion in eligible basis for tax credit purposes, and is not eligible for subsidization with HOME funds.

**Construction Contingency** — Do NOT leave formulas or references to other cells as the Total Amount – an actual numerical value must be entered before submitting the electronic application. Please refer to the “Construction Contingency” policy; “Soft Cost Contingency” is not allowed per the policy in the 2012 Plan.

**Contractor Services** – Please refer to the 2012 QAP policies regarding “Builder Cost Limitations” and itemize all cost in the appropriate lines.

**Construction Period Financing** – Please itemize all Construction Period Financing expenses and fees in the appropriate lines. DCA HOME loan Applicants that have obtained DCA pre-approval to obtain a construction loan in lieu of a payment and performance bond for applications where there is an identify of interest between the owner and the contractor may itemize the construction loan interest and fees in this section. Comments regarding the calculation of Construction financing interest and fees are encouraged.

**Professional Services** – Please itemize all professional services fees in the appropriate lines. Comments regarding the calculation of Professional Costs and Fees are encouraged.

**Local Government Fees** – Please itemize all Local Government Fees in appropriate lines. Please do not include these items in Unit/Building Construction line items. Please indicate whether Water Tap Fees or Sewer Tap Fees have been waived. Documentation or comments supporting these estimates are required.

**Permanent Financing Fees** – As represented in the commitment letters provided in the appropriate tab.

**DCA-Related Costs** - Please itemize all applicable DCA related fees in the appropriate lines. DCA fees are listed in the 2012 QAP Exhibit A “DCA Post Award Deadlines and Fee Schedule”.

**Equity Costs** – Tax Credit Allocation Fee is calculated as 8% of the annual federal allocation amount for both 4% and 9% credit projects. Tax Credit Compliance Monitoring Fees are listed in the 2012 QAP Exhibit A “DCA Post Award Deadlines and Fee Schedule”. Do NOT leave formulas or references to other cells as the amount – an actual numerical value must be entered before submitting the electronic application.

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**Developer's Fee** — Includes the total of all Consultant (please review Plan definition) fees (regardless of whether the Consultant is serving as a developer, construction manager, development administrator, etc.), developer's overhead, and developer's profit. Generally developer's overhead should not account for more than 50% of the full fee. **Do NOT leave formulas or references to other cells as the amount – an actual numerical value must be entered before submitting the electronic application.**

**If you are applying for both acquisition and rehab credits or for rehab credits only, please refer to the Maximum Developer Fee section of the 2012 QAP Core Policies.** The developer fee will be a two-part calculation pursuant to the 2012 Core Plan. The adaptive reuse of an existing structure is considered rehabilitation. New construction of buildings as part of the same application will be considered new construction. Please also see the "Developer's Fee Limitations" policy and the "Developer Overhead and Consultant Fees" definitions and policy in the 2012 Plan. Please note that rehab costs and new construction costs should be broken out from the Total Cost.

**Start-Up and Reserves** - please refer to the 2012 Core Policies for policies and requirements regarding the following start-up expenses and reserves:

**Marketing** - Include all pre-stabilization marketing expenses in this section, exclusive of rent-up reserves.

**Rent Up Reserves** - A reasonable rent up reserve is required for all projects based on the estimated projected lease up deficit, exclusive of marketing cost. Absent information to the contrary, DCA will assume that three months of projected operating expenses constitutes a reasonable reserve.

**Operating Deficit Reserve** - DCA Tax Credit and HOME funded projects must generally establish an operating deficit reserve account equal 6 months' debt service for all secured debt on the project plus 6 months projected operating expenses. This amount may be greater, depending upon the requirements of other lenders or investors. However, DCA reserves the right to determine its reasonableness for the project.

**Replacement Reserves** - Replacement reserves are generally funded out of operating expenses. Only those pre-funded replacement reserves as required by lenders'/equity providers' commitment letters should be entered.

**Furniture, Fixtures and Equipment** - DCA requires that the cost of all **common space** furniture and other equipment be included in this line item of the development budget. **Do NOT** include these costs in the construction contract. Do not include the cost for Interior Design Services in this location. Interior Design Services / Consultants are included in the Developer Fee.

**Other Costs** — must be described in the space(s) provided. Do not use vague, general terms that may include several unrelated items – be specific. Provide further detail in the electronic Comments section.

**Soft Cost Contingencies** — or "project contingencies" above and beyond construction contingency are not allowed and will not be considered by DCA to be a part of the development cost.

## **II. TAX CREDIT CALCULATION – BASIS METHOD**

**Subtractions from Basis** — Complete the table, identifying those items that are required to be deducted from the project's eligible basis.

**Eligible Basis Adjustment Calculation** — Complete the table. Per the federal requirement, if the project is in a qualified census tract or difficult development area, the project is eligible for up to 30% basis boost for new construction and/or rehab. If the State Designated Boost is being requested, the Comments section must indicate the basis for the request, and the appropriate deferred developer fee must be entered in Sources. **All required backup documentation substantiating the need and indicating eligibility category(ies) per the 2012 QAP for the state designated basis boost must be included in the appropriate tab in the Application.**

The **applicable fraction** will be automatically calculated (the lesser of the percentage of low-income units or low-income square footage).

**For purposes of an application for 9% credits the Applicable Credit Percentage for the month of May 2012 should be utilized. For purposes of an application for 4% credits (Tax-Exempt Bond financed applications), the Applicable Credit Percentage for the month preceding the submission of the application for tax credits should be utilized.**

### III. TAX CREDIT CALCULATION – GAP METHOD

**Total Development Cost (TDC)** – Enter the lesser of the DCA per-unit cost limit (PUCL) or the TDC, if the proposed TDC is within DCA's PUCL.

If the TDC exceeds the PUCL, the applicant must:

1. Enter the proposed TDC amount in the box, provided there is a grant from a non-profit foundation or a charitable organization to cover the cost in excess of DCA's cost limit. If there is no grant funding from a foundation or charitable organization to cover the cost that exceeds DCA's cost limit, the TDC for the purposes of the Gap Method of the credit calculation cannot exceed the applicable DCA cost limit.
2. Identify the foundation or charitable organization and indicate the grant amount to cover the cost exceeding the DCA cost limit in the spaces provided.
3. Identify in the Sources of Funds section (Part III A) the grant from the foundation/charitable organization ( $\geq$  the cost in excess of the DCA cost limit)

**Equity Factors - The equity factor used will be the price per federal and state tax credit dollar based on the equity commitment in the Application.** DCA reserves the right to adjust the prices per federal and state tax credit dollar (equity factors) if the amounts input by the applicant are not reasonable.

### IV. TAX CREDIT ALLOCATION

**Tax Credit Allocation** — The credit amount determined by the eligible basis calculation establishes the *maximum* credit amount. However, DCA cannot and will not allocate more credit to a project than is necessary for financial feasibility. If the credit amount resulting from the equity gap calculation is *less than* the credit amount resulting from the eligible basis calculation, then the maximum credit amount *needed* will be the credit amount resulting from the equity gap calculation. However, the amount of actual tax credit allocation will be the lesser of this maximum credit amount *needed*, the DCA per owner LIHTC limit (determined in the Plan) or any lower credit amount requested by the applicant.

### V. APPLICANT COMMENTS & CLARIFICATIONS

Include all clarifications or comments pertaining to this Part in this section.

## PART FIVE – UTILITY ALLOWANCES

### UTILITY ALLOWANCE SCHEDULES

**Utility Allowance Per Unit Information**— Two separate Utility Allowance Schedules are provided to capture up to two different utility configurations. In the tables provided, indicate which utilities the owner would pay and which the tenant would pay. For the tenant-paid utilities, indicate the allowance amounts from the appropriate source documentation. Use the allowances appropriate to the structure type – i.e., multifamily (2+ units), single family detached or manufactured housing – and to the DCA Utility Region – north, middle or south (please refer to the map provided in the Application Manual). The total utility allowance per bedroom size calculates automatically.

Enter the **Source** and **Date** of the source document from which the utility allowance amounts were obtained. Be sure that the most recently released allowances are used.

Indicate the applicable **Structure Type** as defined in the source document from which the utility allowance amounts were obtained. For example, applicants using the DCA Utility Allowances would choose MF, SF Detached or Mfd Home.

For each of the seven utility categories shown (Heat, A/C, Cooking, Hot Water, Lights, Water & Sewer, and Refuse Collection), indicate the following in the spaces provided (NOTE: Elderly allowances cannot be used except at properties that have 100% HUD PBRA and satisfy the DCA definition of "elderly"):

1. For the Heat, Cooking and Hot Water utilities, select the applicable Fuel Type.
2. For Water & Sewer, indicate whether or not the units will be submetered. If the water and sewer will be submetered, then no water and sewer utility allowances may be included here.
3. Is the utility to be paid by the Tenant or by the Owner? If the utility is available, one or the other must be marked.
4. For the tenant-paid utilities, indicate the allowance amounts from the source documentation mentioned above. Calculate the total utility allowance per bedroom size. **Note: If there is a local public housing authority administering the Section 8 program in your area, contact that authority for water, sewer, and refuse collection allowances also.** If the entity administering the Section 8 program in the project's local jurisdiction does not have utility allowances for water, sewer, or trash removal, then the DCA utility allowances should be used.

**NOTE: No changes will be allowed after application submission in the fuel types, utility providers, or payers of the utility bills.**

### APPLICANT COMMENTS & CLARIFICATIONS

Clarifications or comments pertaining to this Part should be entered in this section.

**PART SIX – REVENUES AND EXPENSES**

**I. RENT SCHEDULE**

**Floating or Fixed HOME units** - Indicate whether the HOME funded units will be floating or fixed. DCA will assume that all HOME units are floating unless otherwise designated in this section. Note that all low income units are considered to be HOME assisted units and subject to those restrictions.

**100% HUD PBRA**—Indicate whether all units in the project are HUD PBRA units.

**For the Rent Schedule section all applicants must show the proposed Unit Mix by answering all column questions in each row used. To avoid errors, fill in the chart from left to right without skipping columns. Order the columns first by Unit Rent Type, then by Nbr of Bedrooms (All 50% units first, broken down by nbr of bedrooms, then 60% next, etc).**

**Rent Type** is a drop-down box. Select the appropriate Unit Rent Type from the drop down box. Please also see the “Unit Distribution with Multiple DCA Funding Resources” policy in the 2012 Plan. **Please use order shown below:**

For a Unit Rent Type of:

50% of AMI  
60% of AMI  
Unrestricted  
Common Space

Select:

50% AMI  
60% AMI  
Unrestricted  
N/A-CS

The units that are designated as **HOME** are subject to fair market rent limitations. All low-income units are considered to be HOME units. For low-income units receiving HOME funds and tax credits, the gross rents may not exceed 30% of 50% of the effective AMI for at least twenty percent (20%) of the low income units, with the balance of low income units not exceeding 30% of the 60% AMI. It is important to note that *all* low income units are limited to HUD’s Fair Market Rent for the appropriate bedroom size should it be less than the applicable rent at the proposed AMI. Applicants should assume 1.5 persons per bedroom. For HOME Loans, rents must be affordable at initial lease-up and must remain affordable over the term of the HOME Loan.

If HOME units are subject to a PBRA agreement (with a minimum 10 year term or 10 years remaining term), then the PBRA rents should be used. If the HOME units are not under a rental assistance agreement (or one with less than 10 years remaining) then the HOME rents should be used. Applicants are encouraged to review DCA and HUD guidance on determining the correct number of HOME units and by utilizing the “HOME Allocation” tab in the electronic core application.

**Number of Bedrooms** - Please indicate the number of bedroom(s) in the units by choosing from the options provided (Efficiency, 1, 2, 3, or 4) in the column.

**Number of Bathrooms** – indicate the number of bathrooms in the units described in the row.

**Unit Count** – indicate the number of units that reflect each unit configuration.

**Unit Area** – indicate the square footage that reflects each unit configuration.

**Max Gross Rent Limit** – Enter the program maximum unit rent that can be charged for the units as governed by DCA LIHTC or HOME rent and income limits.

**Proposed Gross Rent** – enter the proposed rent to be charged for each unit (includes utility allowance). This rent cannot exceed the Gross Rent Limit, except if there is PBRA for 10 yrs or more which allows for higher rents.

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For **LIHTC/PHA units with an investment/operating subsidy** the proposed Unit Gross Rent and the Net Rent will generally be reflected as zero. Applicants must enter a Utility Allowance of zero for these units into the rent chart. **Applicants must enter the operating subsidy in the Non-Occupancy Based income part of the Other Income Sources section.**

**Utility Allowance** – enter the utility allowance for each unit from the appropriate utility allowance chart. A zero must be entered here for market rate units and for **PHA op sub units with an investment/operating subsidy.**

**PBRA Provider or Operating Subsidy** – If neither PBRA nor Operating Subsidy applies, then leave box empty. If the application has or will have any project based rental assistance (PBRA), select the provider of the PBRA for such units from the dropdown menu: HUD, PHA PBRA, USDA or Other Governmental PBRA.

If the application will have an operating subsidy provided through a public housing authority, please select “PHA Oper Sub” from the dropdown menu. **If “PHA Oper Sub” is selected, then applicants must also enter a zero “0” for Proposed Gross Rent AND enter the operating subsidy amount in the Non-Occupancy Based income part of the Other Income Sources section.**

**Net Rent** – The application will automatically subtract the Utility Allowance from the Gross Rent to determine the net rent to be collected by the Owner for each unit. The Application will automatically calculate the total net rent the Owner will receive for all units and then transfers it to the Proforma.

**Employee Unit** is a drop-down box. If your Employee Unit is a low income restricted unit, then the employee must be income-qualified and the unit will be subject to both income and rent restrictions and the Applicant must select “Residential” from the drop down menu. If your Employee Unit is a market rate unit, then rent may be charged and no rent and income restrictions are applicable, so choose “No” from the drop down menu. If your Employee Unit is a common space unit, then no rent may be charged for this unit, a Rent Type of “N/A-CS” must be selected and “Common” should be chosen from the drop down menu. Common space employee units are included in the Total Unit count but not the Residential Unit count.

**Building Type** is a drop down box. Indicate the appropriate building type for each unit in the column from the choices provided: Single-family detached, Manufactured home, Duplex, Townhome, 1 Story, 2 Story, 2 Story Walk up, 3+ Story.

**Type of Activity** is a drop down box. Indicate the appropriate activity for each unit in the column from the choices provided: New Construction, Rehabilitation, or Acquisition/Rehabilitation.

## II. UNIT SUMMARY

This section automatically fills in based upon the lines **completed correctly** in the rent chart, except for the following two items:

**Adaptive Reuse units** – enter the number of adaptive reuse units of each bedroom size

**Historic Rehab units** - enter the number of historic rehab units of each bedroom size

**NOTE:** If this section does not appear to calculate correctly, please carefully review the rent chart to make sure the rows used are completed and correct. Partial or illogical (e.g., common space units showing a Rent Type of something other than “N/A-CS”) completion of rows in the rent chart can result in incorrect numbers in the unit summary.



### III. ANCILLARY AND OTHER INCOME SOURCES

**Ancillary Income**— refers to regular anticipated income that is dependent on project occupancy rate and that will be trended in the pro forma at the DCA revenue trend rate. Ancillary income may involve laundry and vending machines, nonrefundable deposits and fees, etc. Ancillary income defaults to 2% of gross income for DCA underwriting purposes, although a lower percentage may be entered.

**Other Income**— refers to regular income that is NOT dependent on project occupancy rate and that will NOT be trended in the pro forma at the DCA revenue trend rate. Enter the annual actual dollar amounts in the spaces provided, for each year the income is anticipated.

This income category is further divided into two sections for each year:

1. Other Income that is typically *included* in the calculation of the property management fee

**Operating Subsidy** - Enter the operating subsidy amount for each of the applicable years. All annual payment schedules must be substantiated with original documentation detailing the source, amounts, and duration inserted in the application binder where indicated by the Tabs Checklist. **For operating subsidies provided by PHAs, the Rent Schedule should show Proposed Gross rents of zero (0) charged for the units receiving the operating subsidy, as well as a selection of “PHA Oper Sub” from the drop-down list in the “PBRA Provider or Operating Subsidy” column for such units.**

**Other** - Enter the other income amount and source for each of the applicable years for applicable sources. All annual payment schedules must be substantiated with original documentation detailing the source, amounts, and duration inserted in the application binder where indicated by the Tabs Checklist.

2. Other Income that is typically *NOT included* in the calculation of the property management fee

**Tax Abatement** - Enter the annual tax abatement amount for each of the applicable years. All annual payment schedules must be substantiated with original documentation detailing the source, amounts, and duration inserted in the application binder where indicated by the Tabs Checklist.

To show tax *exemptions*, simply leave the Real Estate Taxes box in the operating expense budget empty and enter an explanation into the comments section provided for this section.

**Other** - Enter the other income amount and source for each of the applicable years for applicable sources. All annual payment schedules must be substantiated with original documentation detailing the source, amounts, and duration inserted in the application binder where indicated by the Tabs Checklist.

### IV. ANNUAL OPERATING EXPENSE BUDGET

**All expenses delineated in the Operating Budget must be broken out in as many categories as apply.**

Enter the on-site staff costs, on-site office costs, professional services, maintenance expenses, utilities, taxes and insurance, on-site security costs and management fee in the applicable categories. The Total Operating Expenses and the Total Annual Expenses will automatically calculate. The Total Operating Expenses less management fee and the replacement reserve contributions will automatically transfer to the Pro Forma.

**Other (describe here)**—must be described in the space(s) provided. Do not use vague, general terms that may include several unrelated items – be specific. If unable to accomplish this in the space provided, please enter “See Comments” in the space and provide further detail in the applicant comments section that follows.

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**Note:** The annual operating expense budget, net of replacement reserve contributions, must be no less than \$4,500 per unit for projects located in the City of Atlanta, \$4,000 for other urban areas (projects located in metropolitan statistical areas), \$3,000 for rural areas (projects located outside of metropolitan statistical areas), or \$3,000 for rural projects using USDA 515 funds. DCA reserves the right to scrutinize the operating budgets in accordance with market analyses, appraisals, and information on existing DCA projects similar in size, scope, and location. See also the “Annual Operating Expenses” policy in the 2012 Plan.

**Real Estate taxes** – Amount entered must be gross taxes without any deduction for abatement. Abatements must be shown in the “Other Income” section in the line provided. Please also include the calculation methodology in the Applicant Comments. If project has a tax exemption, then leave this amount blank or enter a zero.

**Management Fee** – Use the boxes provided at the top of the Proforma to indicate Management Fee

The annual **replacement reserve contribution** must be no less than \$350 per unit for projects involving rehabilitation, \$250 per unit for new construction projects, \$420 per unit for single-family units, or \$420 per unit for projects involving historic rehabilitation. DCA will use the reserve levels in the HOME policy for tax credit underwriting purposes unless a greater amount is specified. For the purposes of final tax credit underwriting, documentation of the reserve will be reviewed by DCA. For rehab projects, DCA will review the capital reserve replacement information provided in the physical needs assessments to verify that the correct amount is entered. The application will automatically calculate the reserve based on the number of units inputted in the project information section. See also the “Replacement Reserve” policy in the 2012 Plan. Indicate in the space provided the proposed annual replacement reserve contribution per unit.

**Operating Expenses per unit and Replacement Reserves per unit** - The electronic application automatically calculates actual proposed Operating Expense per unit and Replacement Reserve per unit based on applicant’s entries.

## **V. APPLICANT COMMENTS & CLARIFICATIONS**

Clarifications or comments pertaining to this Part must be entered into this section, and must include the methodology for projecting the real estate expense at a minimum.

## PART SEVEN - PROJECT CASH FLOW PRO FORMA

**Complete the entire pro forma forecast for the** greater of the entire credit Compliance Period, HOME loan term, or the Period of Affordability, as applicable. **Note: Most of the Proforma will be automatically generated.** Please also see the “Revenue, Vacancy, and Expense Trends” policy in the 2012 Plan.

### I. OPERATING ASSUMPTIONS

**Revenue Growth** — The assumption for revenue growth for project-based rents, project-based rental assisted rents, and occupancy-based income will be 2% per year.

**Expense Growth** — The assumption for expense growth for operating costs net of management fee and replacement reserve contributions will be 3% per year.

**Reserves Growth** — The assumption for growth for annual reserve contribution will be 3% per year.

**Vacancy/Collection Loss**—The assumption for vacancy and collection loss will be 7%.

**Ancillary Income** – The assumption for other income growth will be 2% per year.

**Asset Management Fee** – Enter the appropriate asset management fee.

**Incentive Management Fee** – Applicant must enter the amount of the incentive management fee, if applicable.

**Property Management Fee Growth** – applicants must indicate the trending method to be used in the operating forecast by using the choice boxes provided. Applicant must choose ONLY one of the following options:

- "Expense Growth Rate" - also provide the Year 1 Management Fee amount, or
- "Percent of Effective Gross Income" - also provide the percentage to be used

Do not make ANY entry in the box for the option not chosen – leave it empty.

### II. PROFORMA

**Vacancy Rate**—enter applicable rate of DCA Policy minimum or greater.

**Management Fee**—The annual amount of the property management fee will be automatically calculated based upon the applicant’s choice of fee calculation methods.

**Debt Service**—The spreadsheet automatically calculates a fully amortizing debt service value default based on the numbers entered on the Permanent Financing summary in the Sources & Uses Tab. For other debt service types, the applicant must enter the debt service amount (enter each amount as a **negative** integer for proper calculation of the pro forma) for each loan for each year, in accordance with the terms of the loan. Applicant comments **and** an amortization schedule from the lender are required if the payments are not based on standard amortization.

**Cash Flow (Before-Tax)**—**must be positive** during the entire credit compliance period or term of the HOME loan.

**Debt Service Coverage Ratio (DCR)**-The Debt Service Coverage Ratio, or the last calculated DCR line shown in the Application, must be no less than **1.20 for New Construction and 1.25 for projects involving rehabilitation** during the entire credit Compliance Period, HOME loan term, or the Period of Affordability, whichever is longer. Please also see the “Debt Coverage Ratio” policy in the 2012 Plan.

**Operating Expense Coverage Ratio** – used to evaluate no-debt proposals.

**Balance of DCA HOME Loan**—If you are applying for a DCA HOME loan, then enter the outstanding balance of the DCA HOME loan in one of the “Other Source Balance” spaces provided. **The outstanding balance may not exceed the principal loan amount during any year of the HOME loan term.**

### III. APPLICANT COMMENTS & CLARIFICATIONS

If applicants have any clarifications or comments pertaining to this Part, these must be entered into this section.

**PART NINE A– SCORING CRITERIA**

All Applicants are required to complete each section in the self score as follows:

- 1) Enter the Applicant’s self score for each section and subsection.
- 2) Review and answer all applicable questions by selecting an answer from the drop down menu provided or entering the requested information,
- 3) Complete the comment section for each applicable scoring section by providing a brief summary of why the Applicant believes that the submitted Application should obtain the suggested score. Reference any supporting documents that are included in the Application.
- 4) Recheck all scores, answers, and totals to ensure completion and accurate calculation of self score.

**PART NINE B – SUPERIOR PROJECT CONCEPT NARRATIVE**

**Superior Project Concept Narrative** – Include where indicated by the Tabs Checklist at most a two page narrative explaining how this project meets the criteria of this Scoring section and why the concept or design is different than most tax credit projects. **A form is included in a tab in the electronic core application for your use.**

**PART NINE C – SIGNIFICANT COMMUNITY VALUE NARRATIVE**

**Significant Community Value Narrative** – Include where indicated by the Tabs Checklist at most a one page narrative explaining how this project meets the criteria of this Scoring section. **A form is included in a tab in the electronic core application for your use.**

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**2012 SUBMISSION FORM AND APPLICATION FEE CALCULATION WORKSHEET**

(Place this form with check attached inside of the original application. It should be the first document in the binder.)

**THIS SECTION TO BE COMPLETED BY DCA ONLY**

**Project Number:** \_\_\_\_\_

**THIS SECTION TO BE COMPLETED BY APPLICANT**

**Deliverer**

**Name:** Print \_\_\_\_\_ Signature \_\_\_\_\_

**Project Name:** \_\_\_\_\_

**Project City and County:** \_\_\_\_\_

**1. Is the project ownership entity comprised of (answer “Yes” to only one of the following):**

- All For Profit general partners? No \_\_\_\_\_ Yes \_\_\_\_\_
- For Profit/Nonprofit joint venture general partners? No \_\_\_\_\_ Yes \_\_\_\_\_
- All Nonprofit general partners? No \_\_\_\_\_ Yes \_\_\_\_\_

**2. Are you applying to DCA for funding from (answer “Yes” to only one of the following):**

- Low Income Housing Tax Credits only? No \_\_\_\_\_ Yes \_\_\_\_\_
- HOME loan only? No \_\_\_\_\_ Yes \_\_\_\_\_
- Both Tax credits and HOME loan? No \_\_\_\_\_ Yes \_\_\_\_\_

**3. Does an Identity of Interest exist between the General Contractor and either the Owner or the Developer?**

No \_\_\_\_\_ Yes \_\_\_\_\_

**4. Based on the answers provided above, circle the fees owed in the chart below:**

**Ownership Entity General Partner Composition**

<b><u>Funding Source</u></b>	<b>Identity of Interest Exists</b>	<b>All For Profit</b>	<b>For Profit/ Nonprofit Joint Venture</b>	<b>All Non- Profit</b>
Tax Credit	No	\$6,500	\$6,500	\$5,500
Bond/4% Credit Eligibility Opinion Letter		\$5,000	\$5,000	\$5,000
Bond Resubmission		\$ 500	\$ 500	\$ 500

**TOTAL FEE AMOUNT DUE:** \_\_\_\_\_ DCA Use: \_\_\_\_\_

NOTE: We will accept checks however if your check is returned for insufficient funds your application will be returned and you will be deemed ineligible to participate in the 2012 funding round. All checks should be made payable to “Georgia Housing and Finance Authority”.